



## **STAFF ORIENTATION**

### **TRAINING JANUARY 6-7-8, 2004**

Future 2004 Training dates – April 13-15 and October 19-21  
At Same Location – reservation forms will be provided in January 2004

**Location:** COMFORT INN HOTEL – Downtown Indianapolis  
530 South Capital Street  
One Block South of the RCA Dome  
(across from U.S. Post Office, west side of street)  
Indianapolis, Indiana 46225

#### **January 6-7-8, 2004**

Overnight stay requirements,  
Hotel Reservation Deadline:  
Saturday, December 20, 2003 for  
Special Rate \$79.00 plus 12% Tax  
Reservations: (800) 228-5150 or (317) 631-9000  
Free Parking

Call to make your hotel reservation before cut-off date in order to obtain special rate. Indicate that you are with the Indiana Judicial Center Staff Orientation. The special price or availability cannot be guaranteed after the cut-off date. Expenses for transportation, hotel and miscellaneous expenses are not covered by the Indiana Judicial Center.

#### **Program Directors – Registration instructions**

Please complete the registration form and return to the Indiana Judicial Center by the required registration date. There is no tuition for this training. Hotel reservations are the responsibility of the person/program attending.

Lunch will be provided for the participant each day. Please indicate on the registration if they will partake in the provided lunch.

Please provide information and directions to the hotel to the attending participant. Directional Map will be available upon request.

Contact Donna Durr for additional information about Orientation or Hotel directions.  
[ddurr@courts.state.in.us](mailto:ddurr@courts.state.in.us)  
(317) 232-1313



## REGISTRATION FORM - STAFF ORIENTATION 2004

To be held at: Comfort Inn – Downtown Indianapolis  
530 S. Capital Street, Indianapolis, IN 46225 \* Phone (317) 631-9000

**January 6-7-8, 2004**

County \_\_\_\_\_

Director \_\_\_\_\_ Contact Phone # \_\_\_\_\_

**January 6-7-8** Registration Deadline is December 15, 2003 or when session is full. Register Early.

The complete Agenda will be available in early December 2003.

	Lunch Tues. 6	Lunch Wed. 7	Lunch Thurs. 8
Lunch will be provided each day.			
Please indicate the days you will partake in lunch.	_____	_____	_____

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Name \_\_\_\_\_

Court/Program Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Please provide copy of hotel and direction information for person attending.

Fax to: 317-233-3367 Attn: Donna Durr. Email: [ddurr@courts.state.in.us](mailto:ddurr@courts.state.in.us) or Mail to  
Indiana Judicial Center, 115 West Washington Street, Suite 1075, Indianapolis, IN 46204